

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

SCHEDULE TITLE: Federal Supply Schedule Solicitation No 7FCB-H2-070541-B, for Multiple Award Schedule 541, entitled Advertising & Integrated Marketing Solutions (AIMS)

Contract Number: GS-07F-0195AA

CONTRACT PERIOD: April 1, 2013 through March 31, 2018

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules link** at www.gsa.gov

CONTRACTOR: Braun Film and Video Inc.
43617 Emerald Dunes Place
Leesburg, VA 20176-3969
Phone: (703) 293-9350
Website: www.braunfilm.com

CONTRACTOR'S ADMINISTRATION SOURCE: Gary Braun
Braun Film and Video Inc.
43617 Emerald Dunes Place
Leesburg, VA 20176-3969
Phone: (301) 924-1960
E-Mail: gary@braunfilm.com

BUSINESS SIZE: Small Business



CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

541-4B	Video/Film Production
541-1000	Other Direct Costs

1.b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A
(Government net price based on a unit of one)

1c. HOURLY RATES:
See Price List

2. MAXIMUM ORDER*: \$1,000,000 per SIN

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: Prices listed are GSA Net, Discount Deducted.

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: Net 30 Days

9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold.

- 10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** To be determined at time of task order.
- 11b. **EXPEDITED DELIVERY:** Contact Contractor's Representative.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** If available, contact the Contractor for rates.
- 11d. **URGENT REQUIRMENTS:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:** Same as contractor address. Customer should contact contractor for additional addresses.
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
- 14. **PAYMENT ADDRESS:** Same as contractor address.
- 15. **WARRANTY PROVISION:** N/A
- 16. **EXPORT PACKING CHARGES:** Not applicable
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** (any thresholds above or below the micro-purchase level)
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):**
- 24.b. **Section 508 Compliance for EIT:** as applicable
- 25. **DUNS NUMBER:** 828844001
- 26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Currently Active in System for Award Management (SAM)



Braun Film & Video Inc. was recently listed by Sparkah Business Consulting as “World’s Top 100 Video Production Companies and Filmmakers Who Know Social Media and Viral Marketing.” As a broadcast quality production firm, we use only the most state-of-the-art production and post-production equipment working almost exclusively in High-Definition, and employ individuals across the board that have been nationally and internationally recognized in their respective disciplines. Production is truly a collaborative exercise and our philosophy is to surround ourselves with the most creative thinkers, the most technically proficient and the most client-focused individuals we can. Our job as Producers is to assemble this team of experts, and mobilize everyone towards a unified goal. We have a flawless record of meeting deadlines, meeting schedules, and solving any and all unknown issues that may arise (and they will!) during production.

Please learn more about us and check out our work at www.braunfilm.com

Capabilities include development and execution of the following:

- Television and Radio advertising
- Public Service Announcements
- PSA Distribution, tracking, monitoring and reporting
- Corporate Communications
- Branding / Marketing / Imaging programming
- New product / service launch programming
- Training and Educational shows
- Political Media
- Documentaries
- Issues oriented media
- Recruitment and Fund-raising programming
- On-line video segments
- Sports programming
- Long form broadcast television and radio
- Public relations programming
- Satellite and Radio Media Tours
- Audio News Releases
- Bites and B-roll Packages
- Celebrity bookings

Braun Film offers full-creative services, branding analysis, collateral marketing and PR and consultation. We work at the highest industry standards both in terms of the equipment and suites we utilize, as well as the caliber of our production teams including Directors, Scriptwriters, Creative Directors, Art Directors, Camera Operators, Editors, Animators, Sound Designers, etc.

Labor/Task Price List

Contractor Name:

BRAUN FILM & VIDEO, INC**Labor/Task Pricing**

SIN(s) PROPOS ED	Job Title/Task	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	GSA PRICE
541-4B	Senior Producer	Hourly	\$92.57
541-4B	Director	Hourly	\$154.29
541-4B	Writer	Hourly	\$86.40
541-4B	Producer	Hourly	\$74.06
541-4B	Assistant Producer	Hourly	\$55.55
541-4B	Production Assistant	Hourly	\$30.86
541-4B	Creative Director	Hourly	\$92.57
541-4B	Senior Editor (SD or HD)	Hourly	\$74.06
541-4B	Editor (SD or HD)	Hourly	\$55.55
541-4B	Assistant Editor (SD or HD)	Hourly	\$43.20
541-4B	Production Manager	Hourly	\$80.23
541-4B	Production Coordinator	Hourly	\$67.89
541-4B	Director of Photography	Hourly	\$92.57
541-4B	Audio Engineer	Hourly	\$61.71
541-4B	Gaffer	Hourly	\$74.06
541-4B	Key Grip	Hourly	\$74.06
541-4B	Grip Electrical	Hourly	\$80.23
541-4B	Make-up Artist	Hourly	\$74.06
541-4B	Teleprompter Operator w/ teleprompter	Hourly	\$67.89
541-4B	Hair/Wardrobe Stylist	Hourly	\$74.06
541-4B	Media Manager / DIT	Hourly	\$80.23
541-4B	Camera Operator	Hourly	\$74.06
541-4B	Junior Camera Operator	Hourly	\$43.20
541-4B	Account Manager	Hourly	\$74.06
541-4B	Stedicam Operator	Hourly	\$154.29
541-4B	Photographer	Hourly	\$154.29
541-4B	Set Photographer	Hourly	\$74.06
541-4B	Art Director	Hourly	\$74.06

Schedule 541 - Proposal Price List Preparation Spreadsheet (ODCs)

Contractor Name:

BRAUN FILM & VIDEO, INC**Other Direct Costs (ODCs)****Products, Services and Labor acquired from a third party. Other Direct Costs are established at Not-To-Exceed Amounts**

SIN(s) PROPOSED	SUPPORT PRODUCT/ LABOR (ODCs)		UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	CEILING PRICE/RATE OFFERED TO GSA
541-1000	Researcher		Hourly	\$75.57
541-1000	Asst. Writer / Researcher		Hourly	\$56.68
541-1000	Assistant Camera		Hourly	\$94.46
541-1000	Best Boy		Hourly	\$75.57
541-1000	Make-up Artist Assistant		Hourly	\$50.38
541-1000	Hair/Wardrobe Stylist Asst.		Hourly	\$50.38
541-1000	Dolly Grip		Hourly	\$75.57
541-1000	Swing		Hourly	\$75.57
541-1000	Asst. Director		Hourly	\$100.76
541-1000	Chyron / CG Operator		Hourly	\$72.42
541-1000	Floor Director		Hourly	\$66.13
541-1000	Lighting Director		Hourly	\$72.42
541-1000	Tape Operator		Hourly	\$72.42
541-1000	Technical Director		Hourly	\$72.42
541-1000	Video Engineer		Hourly	\$66.13
541-1000	Food Stylist		Hourly	\$125.94
541-1000	Assistant Food Stylist		Hourly	\$50.38
541-1000	Props Master		Hourly	\$75.57
541-1000	Assistant Props Master		Hourly	\$56.68
541-1000	Set Designer		Hourly	\$88.16
541-1000	Jib / Crane Operator		Hourly	\$75.57
541-1000	Craft Services		Hourly	\$56.68
541-1000	Effects Coordinator		Hourly	\$81.86
541-1000	Original Music Composer		Hourly	\$157.43
541-1000	Location Scout		Hourly	\$75.57
541-1000	Live Event Producer		Hourly	\$81.86
541-1000	Engineer		Hourly	\$75.57
541-1000	Script Supervisor / Continuity		Hourly	\$69.27

541-1000	Casting Director		Hourly	\$81.86
541-1000	Translator		Hourly	\$60.45
541-1000	Language Supervisor		Hourly	\$70.53
541-1000	Story Board Artist		Hourly	\$62.97
541-1000	On-screen Actor (Non-Union)		Day	\$1,007.56
541-1000	Narrator (on screen) – Non-Union		Day	\$755.67
541-1000	Voice Over – Union		Day	\$670.56
541-1000	Voice Over – Non-Union		Day	\$503.78
541-1000	Standard Def Package	Beta - SP	Day	\$503.78
541-1000	Hi Def Package	HDX – 900	Day	\$705.29
541-1000		AF-100 Standard	Day	\$554.16
541-1000		AF-100 – Cine Package	Day	\$1,007.56
541-1000		RED Epic	Day	\$2,015.11
541-1000		ALEXA	Day	\$2,015.11
541-1000		Canon 7D	Day	\$453.40
541-1000		HVX – 200	Day	\$453.40
541-1000		XD Cam	Day	\$654.91
541-1000	Accessories	Prime lens kit	Day	\$705.29
541-1000		Lightweight Zoom	Day	\$352.64
541-1000		Camera Slider	Day	\$201.51
541-1000		Filter Package	Day	\$125.94
541-1000		17" HD Monitor	Day	\$226.70
541-1000		Stedicam Package	Day	\$806.05
541-1000		Dolly Package	Day	\$503.78
541-1000		Porta Jib (6 foot)	Day	\$201.51
541-1000		Generator rental	Day	\$251.89
541-1000		Turntable rental	Day	\$226.70
541-1000		Standard Field Lighting Package	Day	\$403.02
541-1000		Standard HMI PAR Lighting Package	Day	\$554.16
541-1000		Portable Green Screen	Day	\$151.13
541-1000		Computer Rental	Day	\$125.94
541-1000		Grip Truck 3 Ton (Standard)	Day	\$755.67 + \$1.51 per mile
541-1000		Grip Truck 2 Ton (Standard)	Day	\$503.78 + \$1.51 per mile
541-1000		Standard Field Audio Package	Day	\$226.70
541-1000		Studio Rental	Day	\$2,518.89
541-1000	Media Storage	500GB Hard Drive	Per Unit	\$125.94
541-1000		1TB Hard Drive	Per Unit	\$151.13

541-1000		2TB Hard Drive	<i>Per Unit</i>	\$201.51
541-1000		3TB Hard Drive	<i>Per Unit</i>	\$226.70
541-1000	Tape Stock	Beta-SP 30 min	<i>Per Unit</i>	\$17.13
541-1000		DVCPPro HD 33 min	<i>Per Unit</i>	\$32.75
541-1000		XDCam Disc - 85 min	<i>Per Unit</i>	\$27.71
541-1000		XDCam Disc - 185 min	<i>Per Unit</i>	\$60.45
541-1000	Stock Photography		<i>Each</i>	\$352.64
541-1000	Stock Video Footage		<i>Each</i>	\$2,065.49
541-1000	Stock Music		<i>Each</i>	\$2,518.89
541-1000	Sound Effects		<i>Each</i>	\$68.82
541-1000	Post-Production Services	Standard Def Edit Suite (equipment only)	<i>Hour</i>	\$201.51
541-1000		Hi Def Edit Suite (equipment only)	<i>Hour</i>	\$201.51
541-1000		Audio Edit Suite (equipment only)	<i>Hour</i>	\$151.13
541-1000		Still Graphics (equipment only)	<i>Hour</i>	\$107.05
541-1000		Motion Graphics Animation (equipment only)	<i>Hour</i>	\$151.13
541-1000		Audio Narration Recording (equipment only)	<i>Hour</i>	\$125.94
541-1000	Video Compression	All File Formats	<i>Per Unit - up to 10 minutes</i>	\$75.57
541-1000	Audio Compression	All File Formats	<i>Per Unit - up to 10 minutes</i>	\$75.57
541-1000	DVD Duplication	Paper Sleeve packaging	<i>Per Unit 1-9 units</i>	\$12.59
541-1000		Paper Sleeve packaging	<i>Per Unit 10-99 units</i>	\$6.05
541-1000		Paper Sleeve packaging	<i>Per Unit 100-999 units</i>	\$3.63
541-1000		Paper Sleeve packaging	<i>Per unit 1000+ units</i>	\$1.41
541-1000	CD Duplication	Paper Sleeve packaging	<i>Per Unit 1-9 units</i>	\$9.07
541-1000		Paper Sleeve packaging	<i>Per unit 1000+ units</i>	\$1.41
541-1000	DVD / CD Packaging	Plastic Slim Jewel Case or Clam Shell Sleeve	<i>Per Unit</i>	\$0.35
541-1000	Tape Duplication	Betacam - 60 min	<i>Per Unit</i>	\$100.76
541-1000	All Prices for NTSC transfers	Digital Betacam - 12 min	<i>Per Unit</i>	\$60.45
541-1000	Transcription Services	Standard	<i>Per minute</i>	\$5.04
541-1000		Rush	<i>Per minute</i>	\$6.05
541-1000	Captioning and Subtitling	Pop-on Original	<i>Hour; pro-rated quarterly</i>	\$705.29
541-1000		Pop-on Reformat	<i>Hour; pro-rated quarterly</i>	\$403.02
541-1000		Timed Roll Up (TRU) Reformat	<i>Hour; pro-rated quarterly</i>	\$352.64

541-1000	Media Tours	SMT (Satellite)	<i>First Hour</i>	<i>\$15,617.13</i>
541-1000		SMT (Satellite)	<i>Ea. Additional Hour</i>	<i>\$6,649.87</i>
541-1000		RMT (Radio)	<i>Each Hour</i>	<i>\$3,526.45</i>
541-1000	Webcast Services (Based on Washington, DC area based production	Location with access to T1 line	<i>First hour</i>	<i>\$10,277.08</i>
541-1000	Additional Streaming	Location with access to T1 line	<i>Per add'l hour</i>	<i>\$1,335.01</i>
541-1000	Power Point Slides incorporated into Webcast		<i>Per Webcast</i>	<i>\$806.05</i>
541-1000	Captioning incorporated into Webcast		<i>Per hour - Archived version only</i>	<i>\$654.91</i>
541-1000	Ask a question feature		<i>Per Webcast</i>	<i>\$604.53</i>
541-1000	Registration page creation and reporting		<i>Per Webcast</i>	<i>\$352.64</i>
541-1000	Second camera and switcher		<i>Per Webcast</i>	<i>\$2,821.16</i>
541-1000	PSA Distribution	National TV - Broadcast and Cable - 4 color packaging	<i>Per Campaign</i>	<i>\$41,366.75</i>
541-1000		National Radio - 4 color packaging	<i>Per Campaign</i>	<i>\$47,981.36</i>
541-1000	Shipping	Fed Ex Shipment	<i>Each</i>	<i>\$620.51</i>
541-1000		Courier Delivery	<i>Each</i>	<i>\$150.02</i>

5 YEAR PRICING**Contractor: Braun Film & Video, Inc****5 Year Pricing**

Braun Film 5 Year Pricing						
	Unit of Issue	4/1/13-3/31/14	4/1/14-3/31/15	4/1/15-3/31/16	4/1/16-3/31/17	4/1/17-3/31/18
Senior Producer	Hourly	\$93.75	\$96.00	\$98.30	\$100.66	\$103.08
Director	Hourly	\$156.25	\$160.00	\$163.84	\$167.77	\$171.80
Writer	Hourly	\$87.50	\$89.60	\$91.75	\$93.95	\$96.21
Producer	Hourly	\$75.00	\$76.80	\$78.64	\$80.53	\$82.46
Assistant Producer	Hourly	\$56.25	\$57.60	\$58.98	\$60.40	\$61.85
Production Assistant	Hourly	\$31.25	\$32.00	\$32.77	\$33.55	\$34.36
Creative Director	Hourly	\$93.75	\$96.00	\$98.30	\$100.66	\$103.08
Senior Editor (SD or HD)	Hourly	\$75.00	\$76.80	\$78.64	\$80.53	\$82.46
Editor (SD or HD)	Hourly	\$56.25	\$57.60	\$58.98	\$60.40	\$61.85
Assistant Editor (SD or HD)	Hourly	\$43.75	\$44.80	\$45.88	\$46.98	\$48.10
Production Manager	Hourly	\$81.25	\$83.20	\$85.20	\$87.24	\$89.34
Production Coordinator	Hourly	\$68.75	\$70.40	\$72.09	\$73.82	\$75.59
Director of Photography	Hourly	\$93.75	\$96.00	\$98.30	\$100.66	\$103.08
Audio Engineer	Hourly	\$62.50	\$64.00	\$65.54	\$67.11	\$68.72
Gaffer	Hourly	\$75.00	\$76.80	\$78.64	\$80.53	\$82.46
Key Grip	Hourly	\$75.00	\$76.80	\$78.64	\$80.53	\$82.46
Grip Electrical	Hourly	\$81.25	\$83.20	\$85.20	\$87.24	\$89.34
Make-up Artist	Hourly	\$75.00	\$76.80	\$78.64	\$80.53	\$82.46
Teleprompter Operator w/ teleprompter	Hourly	\$68.75	\$70.40	\$72.09	\$73.82	\$75.59
Hair/Wardrobe Stylist	Hourly	\$75.00	\$76.80	\$78.64	\$80.53	\$82.46
Media Manager / DIT	Hourly	\$81.25	\$83.20	\$85.20	\$87.24	\$89.34
Camera Operator	Hourly	\$75.00	\$76.80	\$78.64	\$80.53	\$82.46
Junior Camera Operator	Hourly	\$43.75	\$44.80	\$45.88	\$46.98	\$48.10
Account Manager	Hourly	\$75.00	\$76.80	\$78.64	\$80.53	\$82.46
Stedicam Operator	Hourly	\$156.25	\$160.00	\$163.84	\$167.77	\$171.80
Photographer	Hourly	\$156.25	\$160.00	\$163.84	\$167.77	\$171.80
Set Photographer	Hourly	\$75.00	\$76.80	\$78.64	\$80.53	\$82.46
Art Director	Hourly	\$75.00	\$76.80	\$78.64	\$80.53	\$82.46

Labor Categories Descriptions Braun Film & Video, Inc.

Category	Labor Category Description	Education/Experience
Senior Producer	The Senior Producer is responsible for the creative and financial leadership of a project from pre-production through post-production and final delivery. He/she oversees the budget, hiring of key personnel, and is responsible for the quality of the final deliverables.	BA /15+
Director	The Director collaborates with the creative during production. He/she plans blocks each shot of the script and during filming, directs talent and crews.	BA/15+
Writer	The Writer is responsible for scripts. He/she also writes proposals and collateral materials, such as press releases and web copy.	BA/15+
Producer	The Producer reports to the Senior Producer and oversees the day-to-day management of each production. The producer hires key personnel for shooting, prepares shoot schedules, supervises crews, conducts interviews as needed, and manages post-production.	BA/10 +
Assistant Producer	The Assistant Producer reports to the Producer and or coordinator and executes many of the tasks for the producer or coordinator, such as preparing shoot schedules and supervising crews on basic shoots. The associate producer also works with the assistant editor to ensure that all tasks necessary for editing are completed.	BA/2+
Production Assistant	Production assistants assist crew personnel on the set and in the production office. They perform many unskilled tasks in assisting with the production.	NA/1+
Creative Director	The Creative Director is the center of the conceptual and creative direction for productions. He/she will work directly with client and/or crew on set and off to ensure that pitched creative is delivered on screen.	BA/10+
Senior Editor	The Editor takes the on-line cut to the final Master. The Senior Editor works on advanced systems, such as the AVID DS or AVID, and Graphic elements that require special skills and experience.	BA/10+
Editor	The Editor assembles the footage into a rough cut and an on-line edit that follows the script and the director's vision. The Editor must have a thorough technical understanding of all sources of material and how to incorporate those materials into the	BA/5+

	cut.	
Assistant Editor	The Assistant Editor works with the editors and producer to facilitate the editing and duplication process. He/She is responsible for transcriptions of all interviews, logging and digitizing footage, duplicating DVDs, making DVD labels, and delivering the order.	BA/2+
Production Manager	The Production Manager writes budgets and keeps a list of crew personnel and their rates. The Production Manager hires crews, rents equipment and negotiates prices. The PM keeps the production on schedule and budget. He/she reports to the Producer on the progression of the project.	BA/10+
Production Coordinator	The coordinator reports directly to the producer creating production books, coordinating crews, provides phone support and scheduling.	BA/3+
Director of Photography	The Director of Photography is responsible for the final look of the project. The Director of Photography may shoot and direct the lighting department.	BA/10+
Audio Recordist/Engineer)	The Audio Recordist/ Sound Engineer is responsible for capturing the sound that goes with the images on camera. The sound recordist must be experienced in recording in all environments from the studio to on location and have expert knowledge of all the audio equipment.	HS/5+
Gaffer	The Gaffer is the lighting designer. The Gaffer has experience lighting all environments, interior or exteriors. The Gaffer works closely with the camera operator or director of photography to create the mood and style of the production.	HS/10+
Key Grip	The Grip is familiar with all lighting and other grip equipment. He is responsible for setting stands, flags, dolly track, silks and making sure that all equipment is safely secured.	HS/3+
Grip Electrical	The Grip electrician makes sure the power needs for lighting is sufficient. They are in charge of bringing power to the set, which involves laying cables from power source.	HS/5+
Make-up Artist	Make-up artists provide makeup and touch up to persons appearing in front of the camera, prior to and throughout the production day.	HS/5+
Teleprompter Operator	The teleprompter operator has the ability to adapt a Teleprompter on any camera used in a production and upload scripts into their computer and control speed for talent comfort.	HS/5+
Hair/Wardrobe Stylist	In general stylist provide hair styling and wardrobe, beyond makeup, to persons appearing in front of the camera. Stylist are in charge of wardrobe making sure the colors match with set design.	HS/5+
Media Manager / DIT	The Media Manager/Digital Information	BA/3+

	Technician is responsible for the import and management of all digital media on set. This includes securing shot media and safely transferring and storing to portable systems for transport to post.	
Camera Operator	The Camera Operator operates the video camera during shooting. Camera operators shoot on Industry standard state of the art cameras appropriate to production. Their skills require them to know all aspects of operating the camera including but not limited to focus, focus pull, lens applications, settings, and lighting.	BA 5+
Junior Camera Operator	A Junior Camera Operator shares the skill set of the camera operator but carries less education/experience. Junior Camera Operators shoot on Industry standard state of the art cameras appropriate to production. Their skills require them to know all aspects of operating the camera including but not limited to focus, focus pull, lens applications, settings, and lighting.	HS/3+
Account Manager	The Account Manager is a primary point of contact for the client and will liaison between client and production crew when necessary helping manage schedules, purchase orders, etc.	BA/5+
Steadicam Operator	The Steadicam Operator is a specialized camera operator experienced with the Steadicam rig, a device used to keep the camera stable while the cameraperson moves. Steadicams are used in live action or complex movement on objects.	BA/5+
Photographer	The Still Photographer uses state of the art digital photographic equipment to capture the subject, event, setting or image as dictated by the statement of work. He/She knows all aspects of photography and camera operation including lighting, focus, composition, etc.	BA/5+
Set Photographer	Set Photographer use digital photographic equipment to document the events of a set/shoot day. He/She knows all aspects of photography and camera operation including lighting, focus, composition, etc.	HS/3+
Art Director	Formulates design concepts and directs and coordinates set design, construction, and erection activities to produce sets for motion picture and television productions: Reads the script and confers with heads of production and direction to determine setting requirement.	BA/5+
	OTHER DIRECT COSTS - LABOR CATEGORY DESCRIPTIONS	
Category	Labor Category Description	Education/Experience
Researcher	Coordinates and conducts issue/topic and	BA/3+

	background research, frequently in coordination with writer.	
Assistant Writer / Researcher	Works under the direction of researcher and/or writer to assist in aggregation and organization of collected materials	BA/1+
Assistant Camera	Crew member in charge of 'focus pulling' (maintaining image sharpness) and/or basic care and maintenance of camera on and off set.	BA/3+
Best Boy	Crew member operating as 'assistant' to gaffer and/or key grip, overseeing lighting and/or grip departments and responsibilities.	HS/3+
Make-up Artist Assistant	Assists Make-up Artist in maintenance of talent's on-camera appearance throughout production.	HS/1+
Hair / Wardrobe Stylist Asst.	Assists Hair/Wardrobe Stylist in selection, pairing and execution of on-camera talent's hair and wardrobe needs throughout production.	HS/1+
Dolly Grip	Crew member responsible for building, operation and maintenance of camera dolly on set.	HS/3+
Swing	Crew member responsible for the assembly and striking of the set.	HS/3+
Asst. Director	Works in conjunction with Producer and Director to ensure scene blocking and tone as well as cast/crew and production schedules are maintained.	BA/3+
Chyron / CG Operator	Live/Live to tape production crew member responsible for Chyron and Graphic creation and/or roll-in.	BA/1+
Floor Director	Crew member responsible, working in conjunction with Director, managing all aspects of the production floor (or set) with specific focus on crew members.	HS/3+
Lighting Director	Crew member responsible, working in conjunction with the Director, for the composition, tone and design of all lighting on set.	HS/5+
Tape Operator	Live/Live to tape production crew member responsible for roll-in of pre-taped and/or other pre-produced media.	BA/1+
Technical Director	Live/Live to tape production crew member responsible for video switcher operation on multi-camera productions.	BA/3+
Video Engineer	Live/Live to tape production crew member responsible for oversight/maintenance of broadcast video studio and/or equipment.	BS/3+ Society of Broadcast Engineers certification required.
Food Stylist	Crew member responsible for making food that will appear on camera look appetizing and appealing.	BA/3+
Assistant Food Stylist	Assists Food Stylist in execution of his/her duties.	HS/1+
Props Master	Crew member responsible for buying, building or otherwise acquiring props required for production and managing care	HS/5+

	and placement of those props during production.	
Assistant Props Master	Assists Props Manager in execution of his/her duties.	HS/1+
Set Designer	Crew member responsible for, under direction from creative staff and Director, designing the production space, or 'set'.	BA/3+
Assistant Set Designer	Assists Set Designer in execution of his/her duties.	HS/1+
Jib / Crane Operator	Specialized camera operator experienced with using a crane, or Jib, to achieve high, sweeping camera moves.	HS/3+
Craft Services	Crew member responsible for providing food and beverage services, on set, to the cast and crew.	HS/2+
Animal Handler	Crew member specially trained in the management and training of animals for participation in on-camera production.	BA/3+
Assistant Animal Handler	Assists Animal Handler in execution of his/her duties.	HS/1+
Effects Coordinator	Crew member responsible, under Director and Producer's instruction, for any/all special effects that occur on set or in post-production.	BA/3+
Original Music Composer	Crew member responsible for creation of original music composition specific to a given production.	BA/3+
Location Scout	Crew member responsible for identifying and locating appropriate, suitable locations for production to occur.	BA/3+
Live Event Producer	Producer specializing in the execution and management of live events. Responsibilities include oversight and administration of all personnel and resources required for event implementation .	BA/3+
Engineer	Crew member responsible for management and maintenance of equipment at a particular studio or set. The engineer can provide troubleshooting and executional support.	BS/5+
Script Supervisor / Continuity	Crew member responsible for ensuring continuity of script and content on set.	BA/3+
Casting Director	Manages all aspects of assembling cast for production including casting calls, auditions, and liaison between actors and production personnel.	BA/3+
Translator	Language arts specialist responsible for translating copy points, direction and/or scripts from one language to another for productions delivered in multiple languages.	BA/2+
Language Supervisor	Language arts specialist / crew member on set and/or in post-production responsible for confirming and ensuring accurate translation.	BA/2+
Story Board Artist	Creates illustrative or photo-based storyboards for a production with the goal of conveying what a completed production may look like.	BA/3+

On-screen Actor	Performer who appears on camera in a production - with or without spoken lines.	HS/1+
Narrator (on screen) – Non-Union	Performer / Program 'host' who appears on screen and narrates action (both on screen and off) for a particular production.	HS/1+
Voice Over – Union	Performer who appears in voice only in a given production. 'Voice Over' talent is never seen on camera.	HS/1+ AFTRA/SAG Membership required
Voice Over – Non-Union	Performer who appears in voice only in a given production. 'Voice Over' talent is never seen on camera.	HS/1+